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Approved For Release 2002/08/23 : CIA-RDP72-00450R000100270003-0

5 February 1968

MEMORANDUM TO: Chief, Physical Security Division

ATTENTION : [redacted] [redacted] 25X1A9A 25X1

SUBJECT : Proposed Change in CRS Logging of Classified Reports (excluding Top Secret)

1. This office has completed a review of the request from Chief, Document Systems Group, Central Reference Service concerning a change in the Logging of Classified Intelligence Reports, excluding Top Secret.

2. In conducting a systems analysis study and comparing the present system with the proposed changes, we have determined that two main changes will result through the adoption and implementation of the proposed system. These changes concern a revision in the format of the Dissemination Record (Form #618) and the length of time this record will be retained.

3. We feel that the change in the format of Form #618, from tab card to a letter-sized page, will increase the efficiency of both reading panel members and distribution clerks. The recent need for additional spaces on form #618 to note the number of copies to be disseminated to external agencies and internal organizational elements has made the present tab form totally inadequate in satisfying reading and distribution requirements.

4. The retention period of form #618 will be reduced from the present period of five years to destruction after initial dissemination of the individual Intelligence Report. Implementation of this change is not as drastic as it appears because CRS officials have stated that verification of receipt and tracing of initial dissemination can be adequately satisfied by referring to the reading requirements in effect at the time of receipt of the particular report in question.

5. In view of the conditions and procedures stated by CRS, this office feels that retention of reading requirements (active as well as inactive) and the retaining of a copy of the Intelligence Report, either on aperture card or on hard copy, should permit later verification of the dissemination made.

6. It is understood that these changes will in no way alter the present procedure and security requirements concerning the preparation of document receipts to accompany certain disseminations.

[redacted] 25X1A9A

/s/ [redacted]

CIA Records Administration Officer

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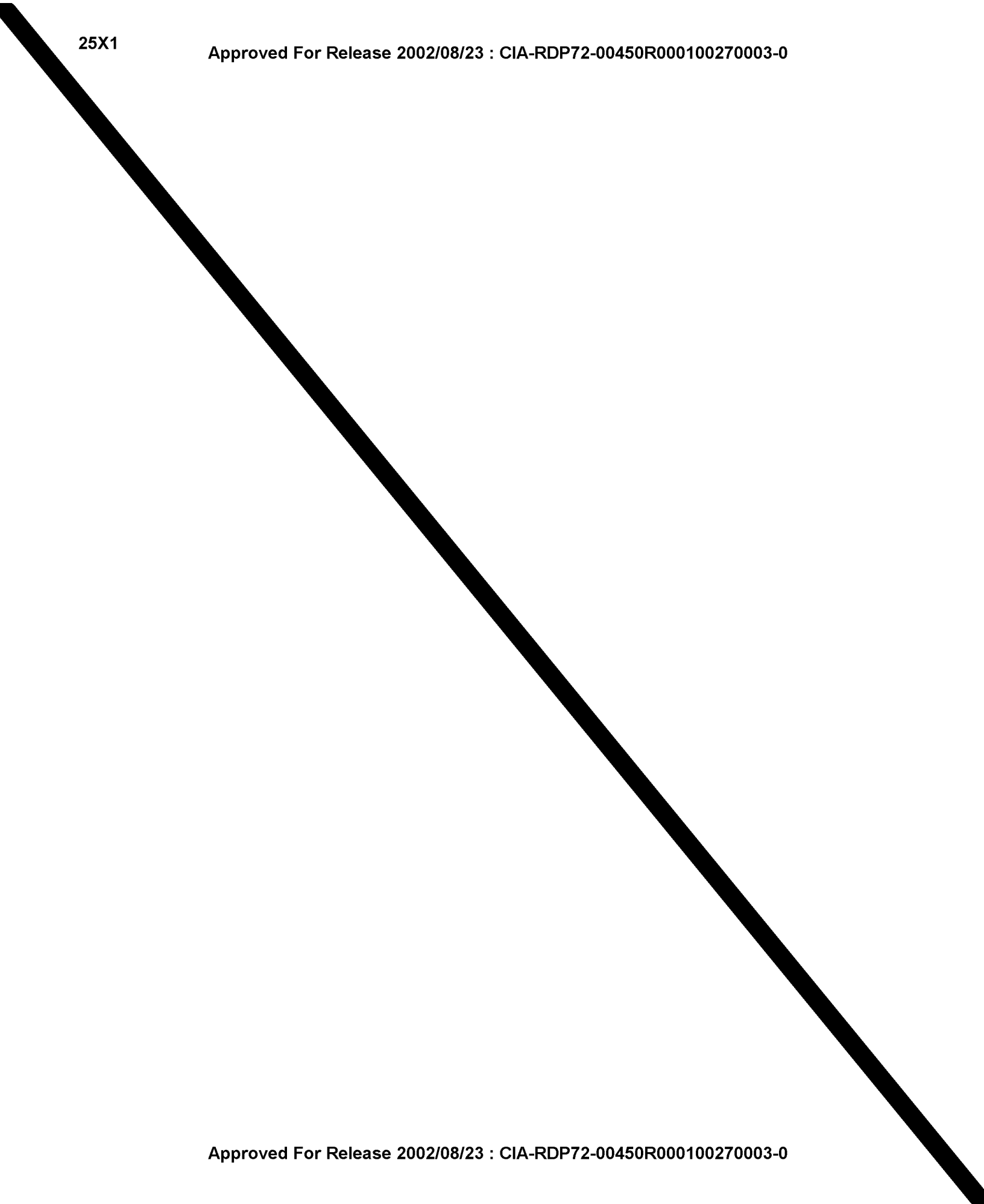

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